

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Housing Policy Development
Unit: Land Use and Local Government Relations
Position Number: 401-310-5393-001 (PS 2202)
Classification: Associate Governmental Program Analyst
Working Title: Planning Grants and Operations Analyst
Location: Sacramento Headquarters
Incumbent: Vacant
Effective Date:

Department Statement: As a valued member of the Department's Land Use and Local Government Relations team., you are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under general direction, the Associate Government Program Analyst, works to provide assistance to the Land Use and Local Government Relations team by completing technical and analytical assignments. May serve as the liaison for Director's office, Internal Loan Committee, contracts, budgets, fiscal operations, accounting and communications and may assist with the coordination of personnel and facilities matters.

% of Time	Essential Functions:
30%	Independently performs a variety of data entry, document preparation, processing and final editing, monitoring and tracking work such as approval packages, service contracts, programmatic awards and invoices. Review, analyze, and draft a variety of documents, prepare and process required contract and fiscal documents in accordance with applicable rules, regulations and quality assurances in coordination with leadership and program staff.
30%	Create and maintain program fact sheets, spreadsheets, infographics, and similar collateral for public facing programs. Coordinate with the Director's Office, Communications and External Affairs teams on press releases and other external communications, including routing and tracking of documents for internal Director's office approval. Proofread department materials for grammar, spelling, and adherence to the department's style guide.
15%	Coordinate with the Department's Information Technology Branch on procedures to properly upload information on the Department's website. Coordinate with the Communications and External Affairs teams regarding staff coverage of conferences and events. Create, distribute, and track post-event surveys.

10%	Leverage software applications and technology to create and maintain program dashboard that will provide an at-a-glance visual of how a program is performing. Consult with the Data & Research Manager, program managers, and Information Technology Branch as needed.
5%.	May serve as the Division lead for the Department's Annual Report which includes tracking projects, identify progress, accomplishments and successes reported in the annual report. This may include consulting with other staff in the Department to develop the report.
5%	Assist with scheduling, planning, and coordinating internal staff meetings and events. Meeting coordination may include planning, logistics, communication, vendor coordination and other tasks.
% of Time	Marginal Functions:
5%	Responsible for the completion of other projects, assignments, and Division administrative tasks as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 5% statewide travel may be required.

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent will serve as the main contact between the assigned Housing Policy Development Division activities and a wide variety of internal external stakeholders.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal, state and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.